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ABSTRACT

This Worker Trait Group Keysort Deck accompanies the reference and instructional materials found in the Career Information System (CIS) component of the Career Decision-Making (CDM) program developed by Appalachia Educational Laboratory. (Directions for the use of the keysort deck are found in the CIS professional manual, CE 019 233, and the CIS student guide, CE 019 239. A full description of the CDM program is found in CE 019 229.) This keysort deck may be used to identify Worker Trait Groups related to students' interests, abilities, and other personal characteristics. Students sort the cards on the basis of these characteristics, using the following sorting factors: Work Activities, Work Situation, General Educational Development, Preparation, and Physical Demands. The title, the number, and a brief description of the Worker Trait Group are printed on each card, as well as a listing of occupational subgroup examples. (BM)

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ED164921

AEL Career Decision-Making Program

Worker Trait Group

Keysort Deck

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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CE 019 236

1978
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Item No. 5817

01.01
WORKER TRAIT GROUP NUMBER

Literary Arts

Literary arts include prose, poetry, and drama. Workers in this group write, edit, analyze, or direct the production or publication of some type of literary art. Companies which publish books, magazines, greeting cards, or newspapers employ workers in this group. Jobs in the literary arts are also found in the radio, television, and motion picture industries. Some writers are self-employed and sell their works to publishers.

The following are examples of occupational subgroups with this WTG.

- Editing
- Creative Writing
- Critiquing

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01.02

WORKER TRAIT GROUP NUMBER

PHYSICAL DEMANDS

Visual Arts

Visual arts include drawing, painting, sculpture, ceramics, photography, and design. Advertising agencies, printing and publishing firms, art schools, and department stores employ visual artists. Television and motion picture studios and industrial firms also employ these workers. Some artists are self - employed. They may teach or may sell their work themselves or through an agent.

The following are examples of occupational subgroups with this WTG.

- Instructing and Appraising
- Studio Art
- Commercial Art

01.03

WORKER TRAIT GROUP NUMBER

Performing Arts: Drama

Drama, as used here, includes plays, musicals, readings, pantomimes, and similar performances. Tasks in this group include performing, teaching, and directing. Radio stations, television and motion picture studios, and theaters employ workers in this group. Schools and colleges also employ some of these workers.

The following are examples of occupational subgroups with this WTG.

- Instructing and Directing
- Performing
- Narrating and Announcing

PHYSICAL DEMANDS
GED LEVEL
PREPARATION

01.04
WORKER TRAIT GROUP NUMBER

Performing Arts: Music

PHYSICAL DEMANDS

Music, as used here, includes playing an instrument, singing, arranging, and composing. Teaching music and directing music groups are also included. Workers in this group can find jobs in theaters, television and radio stations, concert halls, or wherever music is performed. Schools and colleges, recording studios, and music publishing companies also employ these workers.

The following are examples of occupational subgroups with this WTG.

- Instructing and Directing
- Composing and Arranging
- Vocal Performing
- Instrumental Performing

01.05
WORKER TRAIT GROUP NUMBER

Performing Arts: Dance

Dance, as used here, includes composing, performing, or teaching rhythmic body movements. Television and movie studios, theaters, and night clubs employ workers in this group. Schools and colleges may also employ these workers.

The following are examples of occupational subgroups with this WTG.

- Instructing and Choreography
- Performing

HOWES SYSTEMS S29090X

01.06

WORKER TRAIT GROUP NUMBER

PHYSICAL DEMANDS

Technical Arts

Technical arts include graphics, handcrafts, and product decoration. Workers in this group use materials such as wood, stone, clay, metal, and gemstones. Industries such as printing and publishing, map making, taxide my, and jewelry employ these workers. Companies making furniture or ceramic tiles also have jobs in this group. Some workers are self-employed and sell their own products.

The following are examples of occupational subgroups with this WTG.

- Graphic Arts and Related Crafts
- Arts and Crafts
- Hand Lettering, Painting, and Decorating

01.07
WORKER TRAIT GROUP NUMBER

Amusement

Amusement, as used here, includes performing an act to entertain people in a setting such as a carnival. Workers attract people's attention by shouting, gesturing, or wearing a costume. Carnivals, street fairs, and amusement parks often employ these workers.

The following are examples of occupational subgroups with this WTG.

- Futuristics
- Announcing
- Entertaining

01.08
WORKER TRAIT GROUP NUMBER

Modeling

Modeling involves appearing before a camera or an audience with no speaking assignment. Workers show how clothes and jewelry look when worn, stand in for movie performers, and pose for artists. Stores, motion picture studios, and artists' and photographers' studios employ these workers.

The following are examples of occupational subgroups with this WTG.

- Personal Appearance

02.01
WORKER TRAIT GROUP NUMBER

Physical Sciences

Physical sciences are based on mathematics, physics, and chemistry. Workers in this group research, discover, and test new theories. Some workers research new or improved materials or processes for production and construction. Other workers research such fields as geology, astronomy, oceanography, and computer science. All of the workers' conclusions are based on data that can be measured or proved. Industries, government agencies, or large universities employ most of these workers in their research facilities.

The following are examples of occupational subgroups with this WTG.

- Theoretical Research
- Technology

02.02

WORKER TRAIT GROUP NUMBER

PHYSICAL DEMANDS

Life Sciences

Life sciences are the studies of plants and animals. Workers in this group conduct research and experiments to expand knowledge about living organisms. Workers may try to solve problems related to the effects of the environment on plant and animal life. They may study causes of diseases and methods of control. Hospitals, government agencies, industries, or universities usually employ these workers in their research facilities.

The following are examples of occupational subgroups with this WTG.

- Animal Specialization
- Plant Specialization
- Plant and Animal Specialization
- Food Research

Medical Sciences

Medical sciences involve the prevention, diagnosis, and treatment of human and animal diseases, disorders, or injuries. Some workers in this group specialize in treating specific kinds of illnesses or areas of the body. Doctors, dentists, veterinarians, and other health workers usually work in hospitals or clinics.

The following are examples of occupational subgroups with this WTG.

- Medicine and Surgery
- Dentistry
- Veterinary Medicine
- Health Specialties

MCBEE SYSTEMS 529090X

02.04

WORKER TRAIT GROUP NUMBER

Laboratory Technology

Laboratory technology involves using special equipment to perform tests in chemistry, biology, or physics. Workers in this group record data obtained from experiments and tests. They help scientists, researchers, and engineers in their work. Hospitals, government agencies, universities, and private industries employ these workers in their research labs.

The following are examples of occupational subgroups with this WTG.

- Physical Sciences
- Life Sciences

MCBEE SYSTEMS 529090X

03.01

WORKER TRAIT GROUP NUMBER

Managerial Work: Nature

Manageriai work: nature is the managing and directing of work in farming, logging, or forestry. It includes fish and animal breeding, landscaping, and ranching.Some workers in this group own and operate their own farms or related businesses. Private owners, large companies, and the government also employ workers in this group. Managers often do physical work with the people they direct. Job settings include farms, ranches, landscape nurseries, fish hatcheries, and forests.

The following are examples of occupational subgroups with this WTG.

- Farming
- Specialty Breeding
- Specialty Cropping
- Forestry and Logging

PHYSICAL DEMANDS
GED LEVEL
PREPARATION
SOMHV 2 3 4 5 6
MCBEE SYSTEMS S29090X

03.02
WORKER TRAIT GROUP NUMBER

General Supervision: Nature

General supervision: nature is overseeing several kinds of work in farming, fishing, or forestry. Workers in this group usually work under a general manager. Job settings include farms, ranches, landscape nurseries, fish hatcheries, forests, and fishing boats.

The following are examples of occupational subgroups with this WTG.

- Farming
- Forestry and Logging
- Hunting and Fishing
- Nursery and Groundskeeping
- Services

MCREE SYSTEMS S29090X

03.03
WORKER TRAIT GROUP NUMBER

Animal Training and Care

Animal training and care includes the feeding and taking care of animals used for various purposes. Animals are trained to entertain or be of service to people. Many dogs, cats, birds, and fish are raised and sold as pets. Wild animals, marine animals, horses, and dogs are trained to perform or to race. Dogs are trained to lead the blind or protect people and property. Small animals are raised for medical research. Animal shelters, zoos, circuses, and pet shops employ workers in this group. Race tracks, medical labs, marine animal shows, and animal training schools also employ these workers.

Veterinarians and jobs related to the caring of farm animals are not included in this group.

The following are examples of occupational subgroups with this WTG.

- Animal Training
- Animal Care

MCBEE SYSTEMS 529090X

03.04
WORKER TRAIT GROUP NUMBER

Elemental Work: Nature

Elemental work: nature involves the use of physical strength and energy to do things with your hands. Work in this group of jobs is usually done outside. These jobs are found on farms, fishing boats, or along fishing waters. Workers in this group may also find jobs in forests, parks, gardens, or nurseries.

The following are examples of occupational subgroups with this WTG.

- Farming
- Forestry and Logging
- Hunting and Fishing
- Nursery and Groundskeeping
- Services

HOYLE ● SYSTEMS 5290DOX

WORK ACTIVITIES | WORK SITUATIONS | DECK

04.01
WORKER TRAIT GROUP NUMBER

Safety and Law Enforcement

GED LEVEL

PHYSICAL DEMANDS

PREPARATION

Safety and law enforcement is the enforcing of rules concerning public welfare and safety. Most jobs in this group are in government services. Police departments, fire departments, and similar agencies employ many workers. Businesses offer a few job openings.

The following are examples of occupational subgroups with this WTG.

- Managing
- Investigating

HOBEE SYSTEMS 529090X

04.02
WORKER TRAIT GROUP NUMBER

Security Services

Security services keep people and property safe from unlawful acts or from such hazards as fires or accidents. Many jobs in this group are found in government service. Hotels, stores, resorts, and industries may hire some workers in this group.

The following are examples of occupational subgroups with this WTG.

- Detention
- Property and People
- Law and Order
- Emergency Services

05.01
WORKER TRAIT GROUP NUMBER

Engineering

Engineering is the use of science and mathematics to solve problems in construction, manufacturing, and other industries. Factories, construction companies, mines, oil fields, and research labs employ workers in this group.

The following are examples of occupational subgroups with this WTG.

- Research
- Environmental Protection
- Systems Design
- Testing and Quality Control
- Sales Engineering
- Work Planning and Utilization
- Design
- General Engineering

MOBILE SYSTEMS S2909BOX

WORK ACTIVITIES | WORK SITUATIONS | DECK

05.02

WORKER TRAIT GROUP NUMBER

Managerial Work: Mechanical

PHYSICAL DEMANDS

GED LEVEL

PREPARATION

Managerial work: mechanical is the directing of technical operations in an industry, utility, or government agency. Jobs in this group are found in such fields as mining, construction, communications, manufacture, transportation, and fuel production.

The following are examples of occupational subgroups with this WTG.

- Systems
- Maintenance and Construction
- Processing and Manufacturing
- Communications
- Mining, Logging, and Petroleum Production
- Services

05.03

WORKER TRAIT GROUP NUMBER

Engineering Technology

Engineering technology is the technical detail work required to apply engineering ideas. This work includes surveying, drafting, and engineering technology. It also includes controlling the flow of materials to meet production schedules. Factories, construction companies, architects, engineering firms, and research labs employ workers in this group.

The following are examples of occupational subgroups with this WTG.

- Surveying
- Drafting
- Expediting and Coordinating
- Petroleum
- Electrical - Electronic
- Industrial and Safety
- Mechanical
- Environmental Control
- Packaging and Storing

05.04

WORKER TRAIT GROUP NUMBER

Air and Water Vehicle Operation

Air and water vehicle operation is the moving of passengers or cargo by plane or ship. The workers included in this group pilot airplanes or ships or supervise others who do. They work for shipping companies and commercial airlines. Companies and people who have their own boats or airplanes also hire these workers. Workers in this group travel to many ports or airports in the world.

The following are examples of occupational subgroups with this WTG.

- Air
- Water

HCEE © SYSTEMS S29090X

05.05
WORKER TRAIT GROUP NUMBER

Craft Technology

Craft technology is highly skilled custom hand and machine work requiring mastery of a process or technique. Food preparation is also included in this group. Industries such as construction and printing employ workers in this group. Some workers provide mechanical services to people and businesses. Large restaurants hire some of these workers to oversee food preparation.

The following are examples of occupational subgroups with this WTG.

- Masonry, Stone, and Brick Work
- Carpentry
- Plumbing and Pipefitting
- Painting, Plastering, and Paperhanging
- Electrical-Electronic Installation and Repair
- Metal Fabrication and Repair
- Machining
- Woodworking
- Mechanical Work
- Electrical-Electronic Equipment Repair
- Scientific, Medical, and Technical Equipment Fabrication and Repair
- Musical Instrument Fabrication and Repair
- Printing
- Gem Cutting and Finishing
- Custom Sewing, Tailoring, and Upholstering
- Dyeing
- Food Preparation

MCGEE SYSTEMS 529090X

05.06
WORKER TRAIT GROUP NUMBER

Systems Operation

Systems operation is the control and care of equipment in a mechanical system. The system may create and distribute electricity, heat and cool a building, or treat and distribute water. Jobs in this group are found in oil fields, refineries, utility companies, and large buildings.

The following are examples of occupational subgroups with this WTG.

- Electricity Generation and Transmission
- Stationary Engineering
- Oil, Gas, and Water Distribution
- Processing

05.07
WORKER TRAIT GROUP NUMBER

Quality Control

Quality control is inspecting and checking equipment, materials, and products in settings other than factories. Work may involve measuring or testing raw materials to check whether quality standards are met. Workers in this group are employed in such settings as mines, loading docks, quarries, warehouses, oil fields, and construction sites.

The following are examples of occupational subgroups with this WTG.

- Structural
- Mechanical
- Electrical
- Environmental
- Petroleum
- Logging and Lumber

MCREE SYSTEMS S29090X

05.08
WORKER TRAIT GROUP NUMBER

Land Vehicle Operation

Land vehicle operators drive freight hauling vehicles or supervise others who do. Railroad companies, trucking firms, and delivery services employ workers in this group. Companies which own and operate freight carriers for their own use also hire these workers. Jobs in this group are scattered throughout the country.

The following are examples of occupational subgroups with this WTG.

- Truck Driving
- Rail Vehicle Operation
- Services Requiring Driving

05.09

WORKER TRAIT GROUP NUMBER

Materials Control

Materials control is the shipping, receiving, and storing of materials and products. Workers count the products, keep records, and make schedules to control the flow of materials. Firms which make, sell, distribute, or receive large quantities of materials or products employ these workers. Jobs in this group are also found in hospitals and government agencies.

The following are examples of occupational subgroups with this WTG.

- Shipping, Receiving, and Stock Checking
- Estimating, Scheduling, and Record Keeping
- Verifying, Recording, and Marking.

05.10
WORKER TRAIT GROUP NUMBER

Skilled Hand and Machine Work

Skilled hand and machine work, as used here, is custom work requiring some knowledge of processes and techniques. Food preparation is also included in this group.

The construction and mining industries employ workers in this group in settings other than factories. Firms which repair, install, and maintain products also employ these workers. Hotels and restaurants hire workers who prepare foods.

The following are examples of occupational subgroups with this WTG.

- Structural
- Mechanical
- Electrical - Electronic
- Maintenance
- Reproduction
- Blasting
- Paints, Dyeing, and Coating
- Food Preparation
- Environmental

MCREE SYSTEMS 529080X

05.11

WORKER TRAIT GROUP NUMBER

Equipment Operation

Equipment operation is the use of machinery for excavating, drilling, paving, mining, hoisting, or dredging.

Jobs in this group are found in mining and construction sites, factories, warehouses, and docks.

The following are examples of occupational subgroups with this WTG.

- Construction
- Mining and Quarrying
- Drilling and Oil Exploration
- Materials Handling

05.12
WORKER TRAIT GROUP NUMBER

Elemental Work: Mechanical

Elemental work: mechanical is the lifting and carrying materials, tools, and equipment or keeping equipment and work areas clean. Some workers operate simple machines. Workers in this group usually follow instructions and make a few job decisions. Jobs in this group are found in mining, construction, and settings other than factories.

The following are examples of occupational subgroups with this WTG.

- Mining, Quarrying, Drilling
- Loading, Moving
- Hoisting, Conveying
- Braking, Switching, and Coupling
- Pumping
- Cleaning and Maintenance
- Lubricating
- Cutting and Finishing
- Welding
- Masonry
- Structural Work
- Mechanical Work
- Electrical Work
- Heating and Melting
- Painting, Caulking, and Coating
- Food Preparation
- Crushing, Mixing, Separating, Shipping
- General Supervision
- Reproduction Services
- Signalling

MCBEE SYSTEMS 529090X

06.01
WORKER TRAIT GROUP NUMBER

Production Technology

Production technology involves a complex knowledge of a product or process to set up and operate production machines. Workers in this group also inspect products thoroughly, do precise hand work, and supervise less skilled workers. Jobs in this group are found in various industries involved in manufacturing and processing.

The following are examples of occupational subgroups with this WTG.

- Inspection
- Machine Set-Up
- Machine Set-Up and Operation
- Precision Hand Work
- Supervision and Instruction

06.02
WORKER TRAIT GROUP NUMBER

Production Work

Production work is hand and machine work requiring skills developed through training and experience. Workers in this group also perform a general inspection of products and supervise production workers. Jobs in this group are found in manufacturing and processing plants.

The following are examples of occupational subgroups with this WTG.

- Supervision
- Machine Work: Metal and Plastics; Wood; Paper; Leather and Fabrics; Textiles; Rubber; Stone, Glass, Clay; and Assorted Materials
- Equipment Operation: Metal; Chemical;
- Equipment Operation Petroleum and Gas; Food; Assorted Materials; Nonmetal; Welding, Brazing, and Soldering; Paper and Paper Products; Plastic and Plastic Products Processing
- Machine Assembling
- Manual Work: Assembling Large and Small Parts; Metal and Plastic; Wood; Paper; Leather; Fabric; Rubber; Stone, Glass, and Clay; Assorted Materials; Packaging and Wrapping; Laying Out and Marking

06.03

WORKER TRAIT GROUP NUMBER

Production Control

Production control means to regulate the quality of products and materials. Workers in this group inspect, test, weigh, or sort products and materials. Some workers also record data. Jobs in this group are found in manufacturing and processing plants.

The following are examples of occupational subgroups with this WTG.

- Inspecting, Testing, and Repairing
- Inspecting, Sorting, Grading, and Weighing

MCBEE SYSTEMS 5290BOX

06.04
WORKER TRAIT GROUP NUMBER

Elemental Work: Industrial

Elemental work: industrial is routine work requiring little training or experience. Tasks include loading and unloading machines as well as using simple hand tools. Jobs in this group are found in manufacturing and processing plants.

The following are examples of ocupational subgroups with this WTG.

- Supervision
- Machine Work: Metal; Plastics; Wood; Paper; Fabric and Leather; Rubber; Stone, Glass, and Clay; and Assorted Materials
- Equipment Operation: Metal; Wood; Chemical; Petroleum, Gas, and Coal; Food; Fabric and Leather; Glass, and Clay; Paint; Paper and Assorted Materials Processing
- Machine Assembling
- Machine Work: Brushing; Spraying; and Coating
- Manual Work: Large and Small Parts Assembly; Metal and Plastic; Wood; Paper; Fabric and Leather; Assorted Materials; Laundering and Dry Cleaning; Filling; Wrapping and Packing; Printing; Welding and Flame Cutting; Brushing, Spraying, and Coating; Casting and Molding; Food preparation; Processing and Compounding; Cleaning; and Loading, Moving, Hoisting, and Conveying

HOUSE SYSTEMS 5290908

07.01
WORKER TRAIT GROUP NUMBER

Administrative Detail

Administrative detail is technical clerical work requiring special skills and knowledge. Workers in this group make minor decisions related to office operations. Jobs in this group are found in the offices of businesses, industries, courts, and government agencies. Doctors, lawyers, and other professionals also hire these workers.

The following are examples of occupational subgroups with this WTG.

- Interviewing
- Administration
- Secretarial Work
- Financial Work
- Certifying
- Investigating

07.02

WORKER TRAIT GROUP NUMBER

Mathematical Detail

Mathematical detail is clerical work using arithmetic skills to process numerical data related to a business operation. Work involves figuring and keeping records of quantities, costs, and charges. Jobs in this group are found in businesses,industries,and government agencies. Banks, finance companies, and accounting firms hire many of these workers.

The following are examples of occupational subgroups with this WTG.

- Bookkeeping and Auditing
- Accounting
- Statistical Reporting and Analysis
- Billing and Rate Computation
- Payroll and Timekeeping

07.03
WORKER TRAIT GROUP NUMBER

Financial Detail

Financial detail is work requiring math skills as well as an ability to deal with the public. Workers in this group also keep records and supervise the work of others. Jobs in this group are found where money is paid to or received from the public. Banks and other financial institutions also employ workers in this group.

The following are examples of occupational subgroups with this WTG.

- Paying and Receiving

07.04

WORKER TRAIT GROUP NUMBER

Information Processing - Speaking

Information processing, as used here, is speaking with people as a main job task. Some workers in this group use telephones, radios, or the telegraph. Businesses, institutions, and government agencies employ most of these workers in their offices.

The following are examples of occupational subgroups with this WTG.

- Interviewing
- Order, Complaint and Claims Handling
- Registration
- Reception and Information Giving
- Information Transmitting and Receiving
- Switchboard Services

HOWE SYSTEMS S29080X

07.05

WORKER TRAIT GROUP NUMBER

Information Processing - Records

Information processing, as used here, means to compile, review, or maintain records. Workers in this group also schedule workers and check records for accuracy. Jobs in this group are found in most offices of businesses, institutions, and government agencies.

The following are examples of occupational subgroups with this WTG.

- Coordinating and Scheduling
- Record Verification and Proofing
- Record Preparation and Maintenance
- Routing and Distribution

07.06

WORKER TRAIT GROUP NUMBER

Clerical Machine Operation

Clerical machine operation involves the use of business machines to record or process data. These machines are used to type, sort, compute, send, or receive data. These jobs are found wherever large amounts of data are processed, sent, or received. Businesses, industries, and government agencies employ most of the workers in this group.

The following are examples of occupational subgroups with this WTG.

- Computer Operation
- Keyboard Machine Operation

MCGEE SYSTEMS S29090X

07.07

WORKER TRAIT GROUP NUMBER

Clerical Handling

Jobs in this group involve performing clerical duties requiring little specific preparation or skill. These duties are tofile,sort, copy, route, or deliver data. Most large businesses, industries, and government agencies employ these workers.

The following are examples of occupational subgroups with this WTG.

- Filing
- Sorting and Distribution
- General Clerical Work

MCGEE SYSTEMS S29090X

08.01
WORKER TRAIT GROUP NUMBER

Sales Technology

Sales technology is the selling of technical equipment such as industrial machinery. Jobs also include the selling of insurance and services. Some workers in this group buy as well as sell. Wholesale, service, insurance, and other private firms employ workers in this group.

The following are examples of occupational subgroups with this WTG.

- Sales Technology
- Intangible Sales
- Purchasing

MCHEE SYSTEMS 5280BOX

08.02
WORKER TRAIT GROUP NUMBER

General Sales

General sales are the selling of products or services to businesses, industries, or persons. Jobs in this group are found wherever there is contact with people for the purpose of selling. Settings include retail and wholesale stores and businesses.

The following are examples of occupational subgroups with this WTG.

- Wholesale
- Retail
- Wholesale and Retail
- Real Estate
- Demonstration and Sales
- Services
- Driving-Selling
- Soliciting-Selling

08.03
WORKER TRAIT GROUP NUMBER

Vending

Vending is the peddling of inexpensive items in public buildings, at public gatherings, or on street corners. Most jobs are found in restaurants, clubs, or sports arenas.

The following are examples of occupational subgroups with this WTG.

- Peddling and Hawking

09.01
WORKER TRAIT GROUP NUMBER

Hospitality Services

Hospitality services help people feel at ease and enjoy themselves. These services may involve planning and directing social events or guiding people through museums, cities, or countries. Airline, railroad, ship, and escort companies, as well as resorts and hotels, employ workers in this group. Jobs also can be found in social clubs.

The following are examples of occupational subgroups with this WTG.

- Social Activities
- Guide Services
- Food Services
- Safety and Comfort Services

WORK ACTIVITIES | WORK SITUATIONS | DECK

09.02

WORKER TRAIT GROUP NUMBER

Barbering and Beauty Services

GED LEVEL

PREPARATION

PHYSICAL DEMANDS

Barbering and beauty services are intended to change or improve personal appearance. Barbering service includes haircuts, facial massages, scalp treatments, and shaves. Beauty service includes the care of skin and hair. Barber and beauty shops employ workers in this group. Some workers own and operate their own businesses.

The following are examples of occupational subgroups with this WTG.

- Cosmetology
- Barbering

MCBEE SYSTEMS 529090X

09.03
WORKER TRAIT GROUP NUMBER

Passenger Services

Passenger services are the transporting of people by bus, taxi, limousine, or other vehicle. The workers included in this group drive such vehicles or instruct and supervise those who do. Taxi, bus, or street railway companies hire most workers in this group. Some workers are employed by hospitals. Others work for branches of local government, such as public schools.

The following are examples of occupational subgroups with this WTG.

- Group Transportation
- Individual Transportation
- Instruction and Supervision

Customer Services

Customer services involve providing people with various services in commercial settings. Tasks usually include receiving payment and making change for the services rendered. Hotels, restaurants, resorts, and stores employ workers in this group. Some of these jobs are found on board trains, airplanes, and ships.

The following are examples of occupational subgroups with this WTG.

- Food Services
- Sales Services

MCBEE SYSTEMS 529090X

09.05
WORKER TRAIT GROUP NUMBER

Attendant Services

Attendant services are tasks performed for the comfort and convenience of other people. Attendant services take place in a variety of public and private settings. These settings include hotels, restaurants, athletic clubs, gambling casinos, reducing salons, and private homes. Airports, theaters, and sports arenas may employ these workers.

The following are examples of occupational subgroups with this WTG.

- Physical Conditioning
- Food Services
- Portering and Baggage Services
- Doorkeeping Services
- Card and Game Room Services
- Individualized Services
- General Wardrobe Services
- Ticket Taking, Ushering

10.01
WORKER TRAIT GROUP NUMBER

Social Services

Social services help people, either one person at a time or in groups. Workers in this group help people solve both day-to-day and special problems. These problems may be related to a person's social, personal, vocational, educational, or religious development. Churches, schools, guidance centers, and mental clinics employ these workers. Agencies such as welfare, employment, vocational rehabilitation, and juvenile court also offer jobs in this group.

The following are examples of occupational subgroups with this WTG.

- Religious
- Counseling and Social Work
- Specialized Teaching

10.02
WORKER TRAIT GROUP NUMBER

Nursing and Therapy Services

Nursing and therapy services involve caring for and treating people to promote their physical and emotional well-being. Most workers in this group are concerned with ill and injured people. They also care for and treat people with physical handicaps. Some workers train or supervise others engaged in the care and treatment of patients. Hospitals, nursing homes, and rehabilitation centers hire workers in this group. Schools, industrial plants, doctors' offices, and private homes also offer these jobs.

The following are examples of occupational subgroups with this WTG.

- Nursing
- Therapy and Rehabilitation

HOPES SYSTEMS S290B0X

10.03
WORKER TRAIT GROUP NUMBER

Child and Adult Care

Child and adult care involves assisting in the physical care or welfare of others. Some workers assist in the care and treatment of the sick, injured, or physically handicapped. Other workers mainly care for young children or the elderly. Hospitals, clinics, day care centers, and nursery schools hire workers in this group. Treatment centers for the handicapped and private homes also provide jobs in this group.

The following are examples of occupational subgroups with this WTG.

- Data Collection
- Patient Care
- Care of Others

11.01

WORKER TRAIT GROUP NUMBER

Mathematics and Statistics

Mathematics and statistics involve working with numerical data and computer systems. Workers in this group apply theories in mathematics to solve problems or conduct research. Colleges, firms, and government agencies which use computers or conduct statistical research employ these workers.

The following are examples of occupational subgroups with this WTG.

- Data Processing Design
- Data Analysis

11.02

WORKER TRAIT GROUP NUMBER

Educational and Library Services

Educational and library services include teaching, counseling, and library work. Job settings are schools, colleges, libraries, and other educational agencies.

The following are examples of occupational subgroups with this WTG.

- Teaching and Instructing, General Services
- Guidance and Advising Services
- Vocational and Industrial Teaching
- Teaching, Home Economics, Agriculture, and Related
- Library Services

MOTIVATION

11.03
WORKER TRAIT GROUP NUMBER

Social Research

Social research is the study and analysis of information about people and societies. This work may include researching past events and cultures or studying and solving current social problems. Museums, schools and colleges, government agencies, and private research foundations employ workers in this group.

The following are examples of occupational subgroups with this WTG.

- Psychological
- Sociological
- Historical
- Occupational
- Economic

ACCESS SYSTEMS S290900X

11.04

WORKER TRAIT GROUP NUMBER

Law

Law, as used here, involves applying the knowledge of laws to advise people and businesses on their rights and obligations. Workers in this group define the meaning of laws to use it in courts of law, hearings, and business activities. Law firms, government agencies, and private businesses employ these workers. Some workers may be self-employed and have their own practice. Others may be elected or appointed to public offices.

The following are examples of occupational subgroups with this WTG.

- Justice Administration
- Legal Practice
- Conciliation
- Abstracting, Document Preparation

11.05

WORKER TRAIT GROUP NUMBER

Business Administration

Business administration is the management of a public agency or private business. Workers in this group develop operating procedures, analyze problems, and supervise workers. Businesses, industries, government agencies, unions, and professional groups employ these workers.

The following are examples of occupational subgroups with this WTG.

- Management Services: Management
- Administrative Specialization
- Management Services: Government
- Sales and Purchasing Management

MCBEE SYSTEMS S290BOX

11.06

WORKER TRAIT GROUP NUMBER

Finance

Finance involves the design and control of financial records and the analysis of financial data. Workers in this group check financial record keeping systems for accuracy and supervise the work of others. Banks, loan companies, and investment firms employ these workers. Businesses, industries, colleges, and government agencies also hire these workers for their financial services.

The following are examples of occupational subgroups with this WTG.

- Accounting and Auditing
- Records Systems Analysis
- Risk and Profit Analysis
- Brokering
- Budget and Financial Control

11.07

WORKER TRAIT GROUP NUMBER

Services Administration

Services administration is the management of agencies which provide health, welfare, education, or recreation services. Workers in this group usually supervise others who carry out the functions of a specific service. Schools, colleges, hospitals, prisons, community programs, and government agencies employ these workers.

The following are examples of occupational subgroups with this WTG.

- Social Services
- Health and Safety Services
- Education Services
- Library Services
- Recreation Services

McGEE SYSTEMS 529090X

11.08

WORKER TRAIT GROUP NUMBER

Communications

Communications include the writing, editing, and translating of nonfictional information. Some workers also read news reports on radio or television.

Newspapers, publishing firms, and radio and television stations employ these workers. Businesses, government agencies, and professional groups usually provide some openings.

The following are examples of occupational subgroups with this WTG.

- Editing
- Writing
- Writing and Broadcasting
- Translating and Interpreting

SCIED SYSTEMS S2S090X

11.09

WORKER TRAIT GROUP NUMBER

Promotion

Promotion involves advertising products or services, raising money, or influencing the opinions of others. Some workers in this group seldom deal directly with the public. Advertising agencies, businesses and industries, colleges, unions, professional groups, and government agencies employ these workers.

The following are examples of occupational subgroups with this WTG.

- Sales
- Solicitation
- Public Relations

11.10

WORKER TRAIT GROUP NUMBER

Regulations Enforcement

Regulations enforcement is the enforcing of laws about finance, people's rights, health and safety, and similar matters. However, workers in this group are not part of a police force. These workers examine procedures, products, and services to assure the government regulations are followed. Most jobs in this group are found in government agencies. Businesses also hire workers in this group to enforce company policies.

The following are examples of occupational subgroups with this WTG.

- Finance
- Individual Rights
- Health and Safety
- Immigration and Customs
- Company Policy

11.11
WORKER TRAIT GROUP NUMBER

Business Management

Business management means to direct the activities of a company or a store. Workers in this group carry out operating policies and procedures and supervise others. All types of businesses employ these workers. These businesses include hotels, recreation centers, and stores as well as transportation and service companies. Some government agencies also hire these workers.

The following are examples of occupational subgroups with this WTG.

- Lodging
- Recreation and Amusement
- Transportation Services
- Services
- Wholesale - Retail

SCHEER SYSTEMS 5290BOX

11.12

WORKER TRAIT GROUP NUMBER

Contracts and Claims

Contracts and claims include negotiating contracts and investigating claims for companies and people. Workers who negotiate contracts set up legally binding agreements between buyers and sellers of services, materials, or products. Workers who investigate claims gather information to determine the validity of claims. Claims involve such things as property damage or personal injury. Insurance companies, booking agencies, industries, businesses, and government agencies employ workers in this group.

The following are examples of occupational subgroups with this WTG.

- Claims Settlement
- Rental and Leasing
- Booking
- Procurement Negotiations

SCHEER SYSTEMS 5290BOX

12.01

WORKER TRAIT GROUP NUMBER

Sports

Sports include competing in professional athletic or sporting events, coaching players and officiating games. Jobs in this group are found in all types of sports. These sports include horse racing, hockey, football, baseball, basketball, golf, and track.

The following are examples of occupational subgroups with this WTG.

- Coaching and Instructing
- Officiating
- Performing

MOREX SYSTEMS 529080X

Physical Feats

Physical feats, as used here, are acts of special physical strength or skill which entertain people. Workers in this group may perform alone. Circuses, carnivals, and theaters hire these workers. Booking agents often arrange performances and special events.

The following are examples of occupational subgroups with this WTG.

- Performing